



An
“At-A-Glance”
Guide
of the
Neighborhood
Deputies Program

NEIGHBORHOOD DEPUTIES PROGRAM (NDP)

The mission of the Neighborhood Deputies program is to motivate and organize residents through Code Enforcement education and training to improve their quality of life. We will utilize these tools in partnership with city services to achieve community pride.

CODE VIOLATIONS

- Dilapidated Properties (Residential & Commercial)
 - Junk Vehicles
 - Vacant Lots
 - Trees
 - Missing Addresses
 - Zoning Concerns

PROGRAM PROCESS

Educating Residents

- Distribute Information
- Remind residents about CODES

Identifying the Violation

- View from right of way
- Don't be obvious

Reporting the Violation

- Write down property address
- Check w/ office for open case

Following up on Violation

- Revisit addresses to confirm compliance or not
- Revisit site after 2 or 3 weeks

Creating a plan of action

- List community assets
 - Plan ahead

BENEFITS of the NDP

- A clean neighborhood
- A safe neighborhood
- Learning your community
- Developing Relationships
- Improved market values

COMMUNITY BENEFITS from the NDP

Monthly Housing/Zoning Code
Education Series

Cleaner yards

Collaboration w/
Various organizations

DO'S & DON'Ts

Do:

- Check property from right of way
- Perform Deputy duties during daylight
 - Prepare reports accurately
- Educate and distribute information
 - Make referrals when needed
 - Learn code information
- Participate in fix-up & paint ups
 - Be friendly and helpful
- Only identify clear code violations

Don'ts:

- Report false information
- Harass, admonish or confront citizen violators
- Remove any signs from right of ways, private property, and commercial establishments.
(Contact NDP office about illegal signs)
- Put yourself in a situation that could cause you physical harm
 - Identify a violation until you have viewed it thoroughly

NEIGHBORHOOD DEPUTIES PROGRAM QUALIFICATIONS

- Applicant will be a law abiding City of Atlanta resident
- Minimum 18 years of age
- Applicant will be a Volunteer
- Term is one year, expiring one year from completed training
- Applicant's property must meet Housing Code standards
- Volunteers shall take full responsibility for injuries or damages incurred to themselves or their property in the execution of their duties

REGULATIONS

- Deputies are responsible for reading and understanding code violations. Only legal violations shall be cited.
- Enforcement shall be carried out logically and objectively. Selective code enforcement shall be prohibited

**Presented by the
Department of Planning and Community Development
55 Trinity Avenue, SW City Hall
Atlanta, GA 30303-0309
404-330-6197 or 404-330-6190
Steven R. Cover, Commissioner**